

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1615

Page 1 of 2

Agency

Division/Unit

Department of Public Safety  
and Correctional Services

Division of Pretrial  
Detention and Services

Item No.	Description	Retention
	<u>SOCIAL WORK AREA</u>	
1.	<u>PSYCHO-SOCIAL ASSESSMENT</u>  This series includes social and diagnostic materials for inmates and is used in planning. Record copy maintained in inmate's basefile. A copy is maintained in the departmental office for purposes of reference.	Retain for three (3) years or as long as the inmate is in the institution, then destroy.
2.	<u>GROUP FILES</u>  This series contains rosters, contracts, dropout notices, completion evaluations, certificate copies, worker notes, inmates evaluation of groups.	Retain for five (5) years from group termination date, then destroy.
3.	<u>RELEASE PLANNING FILES</u>  This series contains worker notes and copies of correspondence, release of information forms and other miscellaneous data related to specialized inmate release plans.	Retain for two (2) years, then destroy.
4.	<u>STATISTICAL REPORTS</u>  A. <u>RAW DATA</u>  This series contains reports from each staff person on psycho-social assessment group activity.	Retain for three (3) years, then destroy.

Schedule Approved by Department,  
Agency,  
or Division Representative.

Date May 10, 1994

Signature *Paul E. Brown*

Typed Name Paul E. Brown

Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist

Date 5/31/94

Signature *Edward J. [unclear]*

DGS 550-1 (Rev. 1/93)

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

**Schedule No.** 1615  
**Page** 2 **of** 2

<b>Agency</b> Department of Public Safety and Correctional Services	<b>Division/Unit</b> Division of Pretrial Detention and Services
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Item No.	Description	Retention
	<p><b>B. <u>MONTHLY AND ANNUAL SUMMARIES</u></b></p> <p>Reports generated by Regional Supervisors each month and for the fiscal year. Original is sent to the Director of Social Services, copy in Regional Supervisor's office files.</p>	<p>Retain for ten (10) years, then destroy</p>
5.	<p><b><u>GENERAL CORRESPONDENCE</u></b></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.</p>

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>1</u> of <u>5</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
<b>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b>  SOCIAL WORK AREA				<b>5. EARLIEST YEAR / LATEST YEAR</b>  <u>1991</u> to _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Psycho-Social Assessment					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>5</u> Number	
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Social Work Office Baltimore City Detention Center		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain for three (3) years or as long as the inmate is in the institution, then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> Richard A. Bradley Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b>  410-637-1361		<b>21. DATE</b>  May 10, 1994	

<b>INSTRUCTIONS</b> -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b> Page <u>2</u> Of <u>5</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. RECORD SERIES TITLE</b> SOCIAL WORK AREA				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1991</u> to _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Group Files					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number	
<b>11. FILE IS USED</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Social Work Office Baltimore City Detention Center		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain for five (5) years from group termination date, then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> Richard A. Bradley Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b> 410-637-1361		<b>21. DATE</b> May 10, 1994	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b> Page <u>3</u> of <u>5</u>	
<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. RECORD SERIES TITLE</b> SOCIAL WORK AREA				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1991</u> to <u>      </u>	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <div style="text-align: center; font-size: large; margin-top: 20px;">Release Planning Files</div>					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number	
<b>11. FILE IS USED</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Social Work Office Baltimore City Detention Center		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain for two (2) years, then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> Richard A. Bradley Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b> 410-637-1361		<b>21. DATE</b> May 10, 1994	

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<b>1. DEPARTMENT/AGENCY</b> Department of Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Pretrial Detention and Services		<b>3. UNIT</b> Baltimore City Detention Center	
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<b>4. RECORD SERIES TITLE</b>  SOCIAL WORK AREA				<b>5. EARLIEST YEAR / LATEST YEAR</b>  <u>1991</u> TO _____	
<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
Statistical Reports a. Raw Data b. Monthly and Annual Summaries					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>5</u> Number	
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>10. ANNUAL ACCUMULATION</b>  <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____  <u>3</u> Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)  Social Work Office Baltimore City Detention Center		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>19. NAME AND TITLE OF PREPARER</b>  Richard A. Bradley Communication/Fleet Coordinator		<b>18. RECOMMENDED RETENTION</b>  Retain for three (3) years, then destroy.		<b>21. DATE</b>  May 10, 1994	
		<b>20. TELEPHONE NUMBER</b>  410-637-1361			

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>5</u> of <u>5</u>	
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<b>6. RECORD SERIES DESCRIPTION</b> ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p style="margin-top: 20px;">General Correspondence</p>					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  <u>5</u> Number	
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) Social Work Office Baltimore City Detention Center		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Screen annually and destroy that material no longer needed for current business.			
<b>19. NAME AND TITLE OF PREPARER</b> Richard A. Bradley Communication/Fleet Coordinator		<b>20. TELEPHONE NUMBER</b>  410-637-1361		<b>21. DATE</b>  May 10, 1994	